

WOODINVILLE FIRE AND LIFE SAFETY DISTRICT
King County, Washington
January 1, 1993 Through December 31, 1993

Schedule Of Findings

1. Fire And Life District Officials Should Establish Credit Card Policies And Procedures In Compliance With State Law

The Fire and Life Safety District has no resolution establishing rules and regulations for the issuance and usage of credit cards, as required by Chapter 42.24 RCW. Additionally, credit card usage is restricted to travel and travel related items by Chapter 42.24 RCW. We noted the following areas of noncompliance during the current audit.

- a. District officials issued credit cards to several employees. The issuance/use of those credit cards has not been authorized by resolution as required by state law.
- b. Chapter 42.24 RCW limits the use of credit cards to authorized travel expenses. The district's credit cards were used to purchase non-travel related items such as office supplies, software, camera batteries, books, clothing, and plants.
- c. The district's credit cards were used to pay for fuel. At times, documentation was not available to ascertain what connection the fuel expense had with district business.

The lack of legal authorization regarding the usage of credit cards for nontravel related purchases violates legal requirements and circumvents normal purchasing controls and procedures, which results in the inappropriate use of public funds.

We recommend district officials establish rules and regulations through a resolution that satisfy the provisions of Chapter 42.24 RCW, including:

- a. Limiting the use of credit cards to authorized travel and travel related expenses;
- b. Submitting a fully itemized travel expense voucher by the employee;
- c. Establishing an auditing officer who reviews the credit card expenses for propriety as well as appropriate documentation prior to payment.